

**Pike County Housing Authority**  
**Board Meeting Minutes**  
**7/21/2021**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Wednesday, July 21<sup>st</sup>, 2021. The meeting was held via Zoom and in person at the PCHA office. All attendance details were furnished to the public by a posted agenda on the door at the main PCHA office and also posted on the PCHA website [www.pikehousing.com](http://www.pikehousing.com).

The meeting was called to order at 4:00 pm with no guests in attendance.

**Members present:**

Chairman Mark Pulliam  
Vice Chairman Leslie Henry  
Commissioner Noelle Flesner  
Executive Director Chris Bruns  
Executive Assistant Tonya Ellison

**Members absent:**

Resident Commissioner Dianna Castleberry

**Minutes Review:**

A review of the June 2021 Regular Session Minutes occurred. There were no corrections or changes recommended.

**Occupancy Reports:**

A review of the July 2021 Occupancy Reports occurred next. There were no questions or concerns raised.

**Financial Reports:**

A review of the June 2021 Financial Reports occurred next. There were no questions or concerns raised.

At this time, Noelle F. motioned to accept the consent agenda of the June 2021 Regular Session Minutes, July 2021 Occupancy Reports, and June 2021 Financial Reports. Motion seconded by Leslie H.

Voice vote was as follows:

Noelle F: Aye

Leslie H.: Aye

Mark P: Aye

## **Executive Director Report:**

### **Old Business**

1. Operating Subsidy FY 2021. For July 2021, PCHA received \$61,903.00 in Operating Subsidy funding, which has been drawn. No word on future amounts as of yet. The month was previously funded at a 96.13% level.
2. CFP 2019. Trotter General Contracting has finally completed the punch list items for the exterior upgrades/kitchen remodel/office renovation scope of work. This was after some creative fixing of the siding at the Landess Terrace community building and the delay in the electrician returning to replace GFCI's in the kitchens. Both Trotter and the electrician were arguing that the GFCI's were not included, but they absolutely were. As we've discussed, this work has taken some time to complete. By Eggemeyer Associates count, Trotter is 71 days over the allotted completion time, which puts them in the penalty in the amount of \$10,650.00. Trotter is balking at paying any penalty whatsoever, and has threatened to get an attorney to try and litigate the liquidated damage charge. Trotter seems to be blaming COVID-19 to justify their lateness, but this was all on them. First, the electrician was refusing to return to complete his work with the GFCI's, then the punch items were left for some time. Given this new development, the PHA needs to decide a path forward, which can be discussed at the meeting. The payment of the contract has not been settled due to this issue. Vinson and Sill, one of the sub-contractors tried to bill the PHA directly for their work, which was rejected. An invoice was received from Eggemeyer in the amount of \$1,875.00, which was accepted and has been drawn and paid.
3. CFP 2020. Eggemeyer Associates has provided an estimate for the CFP 2020 scope of work – landscaping, signage, water heater replacement, etc. and have given some good news. The estimate is showing roughly \$100,000.00 less than what the PHA is funded for in the CFP 2020 grant, which means that remaining funds may possibly be used to complete the merge activity at Landess Terrace. An invoice was received from Eggemeyer Associates in the amount of \$4,330.00, which has been drawn and paid.
4. Baylis Wastewater System. The final invoices were received from Eggemeyer Associates for this scope of work, which have been paid. Previously, the contractor Vinson & Sill was paid for their final invoice. This work is now 100% complete.



5. Repositioning. Chris B. had a conference call with Bedrock Consulting regarding the property disposition discussed. In speaking with the HUD representatives on our monthly calls they've suggested aggressive advertising to address the vacancy issues. As a result, Chris B. thinks we should continue the advertising through the end of the year and assess the impact at that juncture. If the vacancies persist then the disposition portion of the repositioning should definitely move forward, if it helps then perhaps the PHA reconsiders. Regardless, the merge activity at Landess Terrace should move forward.
6. Illinois DHS Data Share Renewal. Last month, Chris B. reported on the completion of the annual update of the security protocols questionnaire for the data sharing agreement with Illinois DHS. As part of the update, the PHA must sign new Business Associate Agreements and Data Sharing Agreements. These have all been renewed and the PHA data sharing agreement with Illinois DHS is fully renewed.

## **New Business**

1. Advertising Blitz. As mentioned in the Repositioning section earlier, more advertising is being done than ever before. Due to the increased presence on the radio and TV, Chris B. has pulled the local advertisements in the Pike Press and Express newspapers, as he doesn't feel this format gives the PHA what it needs to accomplish. The billboard through Lamar remains, and Chris B. thinks due to its location, makes it valuable.
2. WCMTD Contract FY 2022. The PHA's agreement with West Central Mass Transit District expired, it's an annual agreement, and so Jean Jumper of WCMTD reached out to Chris B. for renewal. This service is nominal in expense, allowable under resident activity funding, and a nice amenity to offer. Nothing changed for the agreement other than its expiration date now runs through June 30<sup>th</sup>, 2022. This renewal is finalized.
3. Tenant PI Screening. Tenant PI was a screening service offered through Lindsey Software for verifying applicant/tenant credit ratings, criminal history, evictions, payment history, employment, etc. Lindsey Software was bought out by MRI software last year, and MRI has their own screening services to offer. Therefore, MRI began to discontinue the old Lindsey services. Due to the short timing and wanting to avoid disruption of services, Chris B. signed up the PHA with Rental History Reports by MRI. In the future, Chris B. is going to evaluate overall cost and look into other providers for these types of screening services.
4. CDS Copier Agreement. Not too long ago, the PHA signed up for leased copier agreements throughout the office. This included one large machine and 4 small machines. At this point, Chris B. is very dissatisfied with overall cost on the agreements. In reviewing the bills, the number of copies reflected seems outlandish and unreasonable.

Chris B. is researching the matter and has a complaint filed with CDS regarding this. As more information becomes available, it can be discussed further.

5. 2020 PCORI Fees. Given that the PHA now has a self-administered health insurance plan, it must pay the PCORI fees in its annual tax reporting. This has been completed for period ending 6/30/2021. Fee totaled \$26.60.
6. Pam Simpson FYE 12/31/2020 Audit. Pam Simpson has alerted the PHA to her arrival on September 7<sup>th</sup>, 2021 to conduct the annual audit for the PHA. This will be for calendar year 2020. Prior to her arrival, Chris B. will be sending her many documents in advance so that she may begin her review. Next month, the board will have the MD&A to review and approve. No issues are expected with the audit.
7. AHRMA Liability Claim 6/25/2021. The PHA received a call from an elderly client stating that he had fallen in his unit, hit the baseboard heater, injured himself, and that he was giving his 30 day notice to move. Due to the nature of his claim Chris B. felt that reporting the matter to the insurance carrier was appropriate in case anything were to come back in the future.
8. Personnel Policy Discussion. Last month, the Board discussed adding payment of fines or fees to the employee handbook. This would be in the event the PHA is fined and those responsible for the fine were readily identifiable. Chris B. has included the current copy of the handbook to review for this and any other changes to be considered. The PHA Board declined to take any action regarding the fines and fees issue at this time.
9. Employee Compensation Discussion. This is a topic for discussion at the meeting. Given the rising prices for various goods and services, Chris B. would be in support of going ahead and giving the upcoming \$1.00 per hour raise scheduled for January 2022 to employees now. This would not affect Chris B. due to the employment contract he has with the PHA.

At this time, Noelle F. made a motion to allow the upcoming \$1.00 per hour raise to be given now instead of waiting until January 2022. Motion was seconded by Leslie H.

Voice vote as follows:

Noelle F.: Aye

Leslie H.: Aye

Mark P.: Aye



At 5:24 pm, there were no further topics for discussion and so it was called for a motion to adjourn the Board Meeting. Leslie H. motioned to adjourn the meeting at this juncture. Motion seconded by Noelle F.

Voice vote as follows:

Noelle F.: Aye

Leslie H.: Aye

Mark P.: Aye

It is certified by the below signatures that these minutes are truthful and accurate.



Chris Bruns  
Executive Director / Secretary  
Pike County Housing Authority  
8/18/2021



Mark Pulliam (Aug 19, 2021 11:30 CDT)

Mark Pulliam  
Chairman  
Pike County Housing Authority  
8/18/2021



Pike County  
Housing Authority